

Weekly Installation Report – Step by Step

*** IMPORTANT: Please throw out old version of report, and make copies of this one!**

Even if you are an expert at completing this report, please read the following instructions, especially since the report's format has changed somewhat.

- a) These are general guidelines to follow.
 - 1) Make sure report is typed or printed neatly. Unless your cursive is very neat and legible, please print. There have been many reports that we have had trouble reading.
 - 2) All fields are to be completed. Do not leave anything blank. Explanations of how to complete fields for which you have little or no information will follow.
 - 3) Keep one copy of the report, and send us one. It is important that you have records of your installations. For those of you who mail your reports, this is especially crucial, as reports have been known to get lost in the mail. Making a copy for your records may save you a lot of time and trouble if this were to happen.
- b) The reporting week should start on the Monday after the last installation was completed. For example, if you had installations on January 4, 5, and 7, your report should be for Monday, January 10.

Items C-F should already be completed for you, except perhaps in the case of those of you who choose to submit reports via email. If any of the contact information is incorrect or missing, please make those changes when you submit your next report.

- c) Check whether you are a retailer or an installer. If you have both licenses, check the box for the type of license under which you purchased the decals.
- d) License ID Number: Look on your retailer's or installer's business license (the one that is light blue with white speckles and is the size of a half-sheet of paper, NOT your pocket ID). The ID number on the lower left-hand side goes in the blank. You can omit the series of zeros if you wish.
- e) Put the full name of the company, not the name of the individual who owns/manages/installs for the company (unless you are doing business under your own name, as is the case with some installers). For example: if your name is John Doe and your installer's license lists you as Doe's Mobile Home Service, put "Doe's Mobile Home Service" in the blank. For retailers: if you work for a company that has multiple retail lots, such as Clayton or Fleetwood, **please put your lot number** along with your company name (Clayton Homes #88, for example).
- f) The rest of these fields should be self-explanatory. If you do not have a fax number or email address, you can leave these blank.

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- g) Please print and sign the name of whoever is responsible for the reports. This can be the owner, manager, or secretary handling the reports. For emailed reports, just type the name.
 - h) **Decal #:** Affix the small decal that you got from the county clerk. If they did not give you both a big and little one, give me a call and I will try to correct that situation from here for future purchases. If you are faxing the report, please write the number out to the side. Some fax machines do not read the decals well. For emailed reports, this actual decal is not necessary; just type the number.

- i) **Date of Completion:** When did you complete the installation? If you do not remember the exact date, estimate to the best of your knowledge. You can put the month and year on the sheet if you absolutely cannot remember the date. These should be installations that are already completed, not ones that will be completed at a later date. **DO NOT** leave this field blank.
- j) **Serial #:** Please put the entire serial number if you can find it. For example, putting something like “12345” or “AB 2345” is incorrect when “ABC0512345AB” is easily available on the home or the data plate. In the cases where you can only find a partial serial number, please put what you can find as well as the manufacturer of the home if this information is available. If no serial number is on the home, you can use HUD label numbers (the red tag(s) located on the exterior of the home). If this is not available, try to at least put the name of the manufacturer, year of manufacture, or size of home—something to identify the home. If you cannot find even this information, put “N/A” in the blank.
- k) **Consumer:** This is the homeowner. If this is rental property, put the name of the landlord, not the tenant. If the house has no current owner (the buyer moved out, for example), please put “NONE.”
- l) **Street Address/City:** Put as much information as you know in these blanks. These are not to be left blank. If homes are in a mobile home park, at the very least put the name of the park and the lot number of the home. The address of the park would be ideal, though.
- m) **Installations Scheduled Next Week:** You can include this information if you know it. If the report is for Monday, January 10, and you have an installation scheduled to start on January 12, this is where that information goes.
- n) You can mail, fax, or email the report. If you would like an electronic version of the report to complete instead, please email me at Katie.Long@state.tn.us and I will send one to you. You must be able to open and read Microsoft Word 2003 attachments.

And finally, some answers to frequently asked questions...

What if our company is inactive or we contract out our installations?

Please submit one initial weekly report stating such. After that, you will not need to file any more reports unless you begin performing installations. However, if you contract them out (e.g., the installers are not hourly employees of your business), make sure that the installers know to fill out the reports weekly.

Who should place the decal on the home—the retailer or installer?

Whoever is assuming liability on the home's installation should put their decal on there. Ideally, if the retailer contracts out different parts of an installation to multiple companies, the retailer should use its decal. If one installer is doing all or most of the work, this person should be the one to use the decal. At either rate, the State will hold the retailer liable if the installer does not do their work properly, regardless of who actually put the decal on the home.

On what day do we submit reports?

In the past, we required reports to come on Wednesdays. However, we have relaxed that requirement. Whichever day is easiest for you to remember—use that day. Just remember to get the reports in on a weekly basis if you have completed or scheduled installations. This is the law.

Can't I just wait until I have filled up my report before sending it in?

Unless you are really busy and fill up an entire report with installations in a single week, you need to turn in your report even if you have just one installation reported on it. By the same token, we don't need individual sheets for every single installation if they are all done within the same week. If you complete 2 installations on Wednesday, June 1st and 3 on Thursday, June 2nd, for example, please put them all on one sheet.

Please see the attached sample reports to give you an idea of what the correct and incorrect ways are of completing them.

(September 2005)